

**JOB DESCRIPTION**  
**Lobbyist Registrar/Administrative Secretary**  
**WV Ethics Commission**

**Job Duties:**

- Serve as receptionist (answer telephone and door);
- Register lobbyists and oversee filing of Lobbyist Activity Reports;
- Serve as Purchasing Card coordinator for Commission;
- Handle all purchasing;
- Open and distribute incoming mail;
- Coordinate and handle equipment repairs and supplies;
- Assist with processing of Financial Disclosure Statements;
- Download documents onto website;
- Conduct training for lobbyists;
- Contact building landlord and repairmen regarding building, and
- Other duties as assigned.

**Essential Requirements:**

- Good writing and oral communication skills;
- Knowledgeable in Access, Microsoft Word, Excel and Outlook;
- Ability to use Internet-based databases;
- Strong organizational skills, and
- Ability to work independently with little supervision.